

Faculty Advising Verification Form 2022-2023

If submitting electronically complete using Adobe Acrobat ONLY. Download free Acrobat [Here](#)

An important step in your academic success is connecting with faculty in your major department and/or pre-professional faculty advisors to review your academic plan and discuss career goals, research opportunities, graduate school plans, etc. **Use this form as a tool** for a yearly conversation with faculty in your department/major. Refer to page 2 for instructions.

Student's Name: _____

Major: _____ Campus ID: _____

Minor (specify if any): _____

Career Goal: _____ Date: _____

SEMESTER/YR: FALL 2022	SEMESTER/YR: SPRING 2023	SUMMER 2023	SEMESTER/YR: FALL 2023	SEMESTER/YR: SPRING 2024	SUMMER 2024
Course Name i.e.Chem 1A/Math 75/etc	Course Name i.e.Chem 1A/Math 75/etc		Course Name i.e.Chem 1A/Math 75/etc	Course Name i.e.Chem 1A/Math 75/etc	
Total Units	Total Units		Total Units	Total Units	

Student Signature: _____

Faculty Advisor Name (Print): _____

Proposed Graduation Semester & Year: _____

Faculty Advisor's Signature: _____

Please indicate which program you are currently participating in: HCOP LSAMP Both HCOP & LSAMP Participant

Instructions

Complete this form, at least once per year, by following the steps below:

1. Refer to your academic plan developed in partnership with the Advising Center in your College i.e. ARC, ACDC, etc. If you do not have an academic plan, please contact your Advising Center to set up a meeting with a Counselor.
2. Based on your academic plan and graduate school/professional school prerequisites, complete the four-semester form.
3. After you fill out your plan, reach out to your Faculty Advisor to set up an appointment to review the form you have completed based on your academic plan and graduate/professional school plan. Note: some Faculty Advisors may be holding virtual office hours only while others may be scheduling in-person office hours. Remember: Use the form to start a conversation, not just about courses but research opportunities, networking, graduate school, internship opportunities, etc.

If you do not know who your Faculty Advisor is or know how to contact your Faculty Advisor, please contact our office or your Advising Center.

- a. Provide all information requested (For example, Chem 1A; Biol 1A; CE 85, etc). If you are not planning to be enrolled in SUMMER classes, explain what you will be doing i.e. summer research program, GRE preparation, etc.
4. Share your plan with your Faculty Advisor during your advising session in person, via Zoom screen share, or by email.
5. Once you have completed your advising session, submit your form using one of the following formats:

Submitting Electronically

- a. Electronically sign or type in your name in the signature section.
- b. Email your completed Form (**PDF format ONLY**) to your Faculty Advisor **AND copy (cc)** our office in your email by including the following email address:
 - LSAMP student use: fresnolsamp@mail.fresnostate.edu.
 - HCOP Student use: hcop@mail.fresnostate.edu
- c. Your Faculty Advisor can **'reply all'** to the email with a brief 'Approved' response and include the HCOP/LSAMP office

Submitting In-Person

- a. Please sign the form and have a faculty/department advisor **also** sign the form. Provide all information requested
- b. Drop off the complete Advising Form to the LSAMP-HCOP-RISE Office located in the Science I Building room 101